



## California Coastal Commission

# JOB ANNOUNCEMENT

## NORTH CENTRAL COAST DISTRICT

### SAN FRANCISCO

## COASTAL PROGRAM ANALYST III AND/OR COASTAL PROGRAM MANAGER

### FULL TIME, LIMITED TERM (WITH THE POSSIBILITY OF EXTENSION OR PERMANENT) POSITION

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's dramatic and resource-rich North Central Coast. The North Central Coast office has responsibility for carrying out requirements of the California Coastal Act in Sonoma, Marin, San Francisco, and San Mateo Counties. These are supervisory and management positions with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the North Central Coast District including project management, coordination with other agency units (e.g., legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications outside the District, as well as backup coverage of the Deputy Director responsibilities as required. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. There is a possibility of two positions, one at the Coastal Program Manager level and one at the Coastal Program Analyst III level. Either one or both of these positions may be filled, depending on the candidate pool and the experience of the selected candidates. The persons in these positions will supervise the District staff, reporting directly to the Deputy Director. These positions are located in the San Francisco office.

The North Central Coast District staff based in San Francisco is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the seven coastal jurisdictions (cities and counties) included in the four North Central Coast District counties. Responsibilities of the North Central Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the seven North Central Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork is required.

### **The duties of the Coastal Program Manager and/or Coastal Program Analyst III will include the following:**

- Supervise the Local Coastal Program and coastal permit-related work of the North Central Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare the most complex staff reports for action by the Coastal Commission.
- Monitor the coastal regulatory and planning programs of cities and counties in the District and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Provide information to the Enforcement unit regarding potential violations of the Coastal Act and/or coastal permits and work with the Enforcement unit on the resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation. Major focus of this position will be on Local Coastal Programs and work with local governments.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.

- Provide backup coverage of North Central Coast Deputy Director responsibilities, including participation at Commission hearings, as required.
- Duties will be adjusted commensurate with the level at which the positions are filled.

**Desired skills and abilities:**

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of land use planning and regulatory techniques.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Knowledge of the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Ability to analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Knowledge of the impacts of development on typical North Central Coast resources, such as wetlands.
- Knowledge of a broad range of resource protection laws and policies.
- Advanced degree in environmental or regional planning or law or related field.
- Solid experience working with Local Coastal Programs and Coastal Development Permits.
- Time management and computer skills including the ability to use data base management systems.

**ELIGIBILITY:** Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst III or Coastal Program Manager level or comparable classifications. Eligible individuals on the Coastal Program Analyst III or Coastal Program Manager lists are also encouraged to apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Title section on the State Application Form 678.

**SALARY:**

Coastal Program Analyst III	\$5,079 – \$6,311 per month
Coastal Program Manager	\$5,576 – \$6,929 per month

**CONTACT:** Dan Carl, Deputy Director, North Central/Central Coast  
(831) 427-4863

**FILING:** The position will be open until filled. Funding for this position is currently through June 30, 2014, but we anticipate some level of funding for fiscal year 2014/2015. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit current resume, State Application Form 678 (put job title and location in the Examination or Job Title section) and writing sample to:

Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 or toll free (866) 831-2540

For more information about the Coastal Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885